



## Automotive Attendant

**Department:** General Services

**Class Code:** 3131

**EEO Code:** 28

**FLSA:** N

**Effective:** 01/05/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under immediate supervision; performs work of routine difficulty repairing and maintaining County vehicles; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Changes oil and filters; cleans interior and exterior of vehicles; supplies vehicles and equipment with gas, oil, and other fluids; changes, repairs and balances tires; services batteries; performs general custodial duties around service area; prepares vehicles for auction; applies strips and decals to County vehicles; assists mechanics; checks out vehicles before and after dispatch; picks up parts and supplies; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Knowledge of vehicles; of the principles and practices of mechanics; of how to operate and maintain power tools and tire balancers.

Skill in operating, repairing and maintaining vehicles; in operating and maintaining tools and equipment used in vehicle repair and maintenance.

Ability to lift vehicle tires and other equipment and supplies.

### **MINIMUM EDUCATION AND EXPERIENCE:**

High School Diploma and one year of related experience; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

Valid Driver's License

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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